

Memorandum

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TO : Director of Training

DATE: 16 February 1965

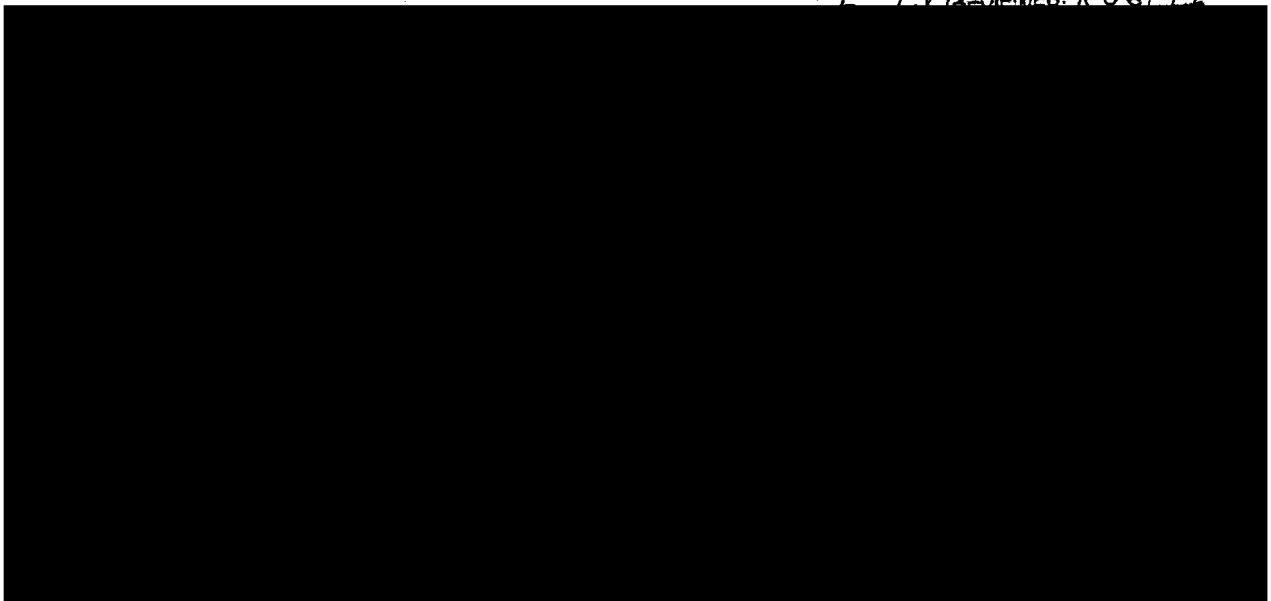
FROM : Plans and Policy Staff

SUBJECT: Bi-weekly Activities Report
3 - 16 February 1965

Educational Specialist

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S (C) 2012
NEXT REVIEW DATE: _____
AUTH: HR 70-2
EXEMPTED: 006198

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As requested by the Chief of Operations Training, the regular 40-hour ITC was supplemented with a short session on Use of Interpreters in Training and a session on Programed Instruction. As usual, each ITC student made four presentations--short talk, guided discussion, training demonstration, and final lesson.

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Mr. [REDACTED] (recently assigned to [REDACTED]) was the only inexperienced instructor in the group. His need for the ITC was urgent, and he made noteworthy progress. The other three, being seasoned instructors with both domestic and foreign experience, were effective from the outset. All group members were highly receptive and made definite progress throughout the course. The level of competence of [REDACTED]

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[REDACTED] was considerably above the usual run of ITC students, and their initial effectiveness probably is attributable largely to their tenure in OTR. All made noticeable improvement in refurbishing their basic skills and all acquired a familiarization with some newer methods and media. The usual follow-up on these ITC students will be accomplished in a few months by ES/PSS/IR, provided arrangements can be made.

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OTR

INSTRUCTOR TRAINING COURSE NO. 89

1-5 February 1965

MONDAY

Orientation
Purpose and Objectives of Course
Security
Course Outline

Each student will give a 5-minute talk related to himself.
Suggested coverage: Previous instructional experience,
work history, travel, Agency experience and work.

Class discussion--Principles of Learning and Teaching

Class discussion--Oral Communication

Assignment: Each student will prepare a 10-minute talk to
be given on Tuesday covering some subject related to his
own subject matter area. This talk may be supplemented
with a training aid, if the student desires.

Optional Session: Class discussion--Using Interpreters
for Training Purposes

TUESDAY

Each student will deliver his talk. Critique by class and instructor

Class discussion--Class Discussion and Seminar Techniques

Assignment: Each student will prepare a 20-minute discussion
session on some phase of his own subject matter area. This
discussion will be conducted on Wednesday.

Class discussion and demonstration--Training Aids

Optional Session: Programed Instruction

WEDNESDAY

Each student will lead his discussion prepared previously
Critique by class and instructor

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WEDNESDAY (cont'd)

Class discussion--Lesson Planning Techniques

Assignment: Each student will prepare a lesson plan on some phase of his own subject matter area. His lesson plan, requiring 30 minutes of presentation time, will be given on Friday.

Class discussion--Techniques of Demonstration.
Presentation of a sample demonstration by the instructor

Assignment: Each student will prepare a 25-minute demonstration on some phase of his own subject matter area for presentation on Thursday

THURSDAY

Each student will present his demonstration. Critique by class and instructor

Class discussion--Principles of Evaluation

FRIDAY

Student presentations of lesson plans developed above--30-minutes for each student. Critique by class and instructor.

NOTE

Each student will prepare his final lesson plan in sufficient copies so that each member and instructor will have a copy at the time of presentation.

A number of training films will be used during this course and shown where pertinent to the material discussed.

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